

**FOX RIVER VALLEY ETHANOL, LLC
JOB DESCRIPTION**

TITLE :	Fox River Elevator Operator	STATUS:	Non-Exempt
REPORTS TO:	FRE Supervisor	UPDATED:	March 2017

Position Summary:

Safely operates equipment for all production processes performed at Fox River Elevator. Learns, understands and complies with plant safety and production rules and regulations. Monitors, documents, and troubleshoots production activities according to established procedures. Keeps others informed of problems or potential problems as indicated.

Primary Responsibilities:

Product Sampler:

- Opening truck hopper doors.
- Taking samples of product.
- Assisting with truck clean out or scraping.
- Final sweeping/clean up.

Truck loader:

- Directing driver to proper load out spot and assist with getting the weight desired.
- Climbing ladder to load out deck.
- Signaling driver to move as needed to load product.
- Clean up as needed.
- Grain work also includes, but not limited to, general housekeeping and preventative maintenance on all floors, in the basement, and outside areas.

Scale Floor Operator:

- Operate manual levers to distribute product to assigned bins in the house and annex areas or to load out spouts.
- Measure grain bins daily, or as often as needed to keep an accurate inventory.
- General housekeeping on all assigned floors and in the annex.
- Preventative maintenance, greasing as needed.

*All positions require keeping daily logs on preventative maintenance and general housekeeping. *

Work Relationships:

Reports directly to supervisor. Works closely with one other operator.

Performance Expectations and Competencies:

Work performed is expected to meet or exceed guidelines for safety, quality, accuracy, timeliness and thoroughness. Competencies include the ability to: think and work safely, accurately troubleshoot and resolve technical problems, gain the trust and respect of co-workers and management, communicate effectively and develop good working relationships with others, conduct self with honesty and integrity, take initiative to notice what needs to be done and the good judgment to act appropriately.

Knowledge, Skills and Abilities:

Requires at least a high school education or equivalent – ability to read and clearly speak English, follow written and verbal instructions, write legibly for logs and documentation, perform basic math operations (add, subtract, multiply, divide, fractions and decimals), use measurement devices, read gauges, distinguish color. Must be able to work both independently and as a team member, and multi-task effectively.

SHIFT SCHEDULE – 7:30 am – 4:30 pm (Monday-Friday) May vary based on company needs.

Physical and Safety Requirements:

- Working on floors as high as 130 feet.
- Operating man lift.
- Lifting 5 gallon buckets of dust or debris up to 50 pounds.
- Ability to climb steps and ladders ranging from 10 to 130 feet.
- May need to enter small areas or confined spaces.
- Wear and appropriately use all required personal protective equipment (safety glasses, steel toe shoes, hearing protection, respirators, fall protection, hard hats, etc.)
- Wearing of contact lenses, jewelry and loose clothing are not allowed in the plant for safety reasons.

Working Conditions:

Work is performed both indoors and outdoors in all weather conditions – heat, cold, humidity, rain, snow, etc. Frequent exposure to noise, heights, moving equipment and mechanical parts, electricity, extremely hot and cold equipment and products, flammable materials, and dust, dirt/grease.

This job describes the general nature and level of work performed by employees assigned to this position. It does not state or imply that these are the only duties and responsibilities assigned to the job. Employees may be required to perform other job-related duties as requested by management. All requirements are subject to change over time and to possible modification to reasonably accommodate individuals with a disability.

